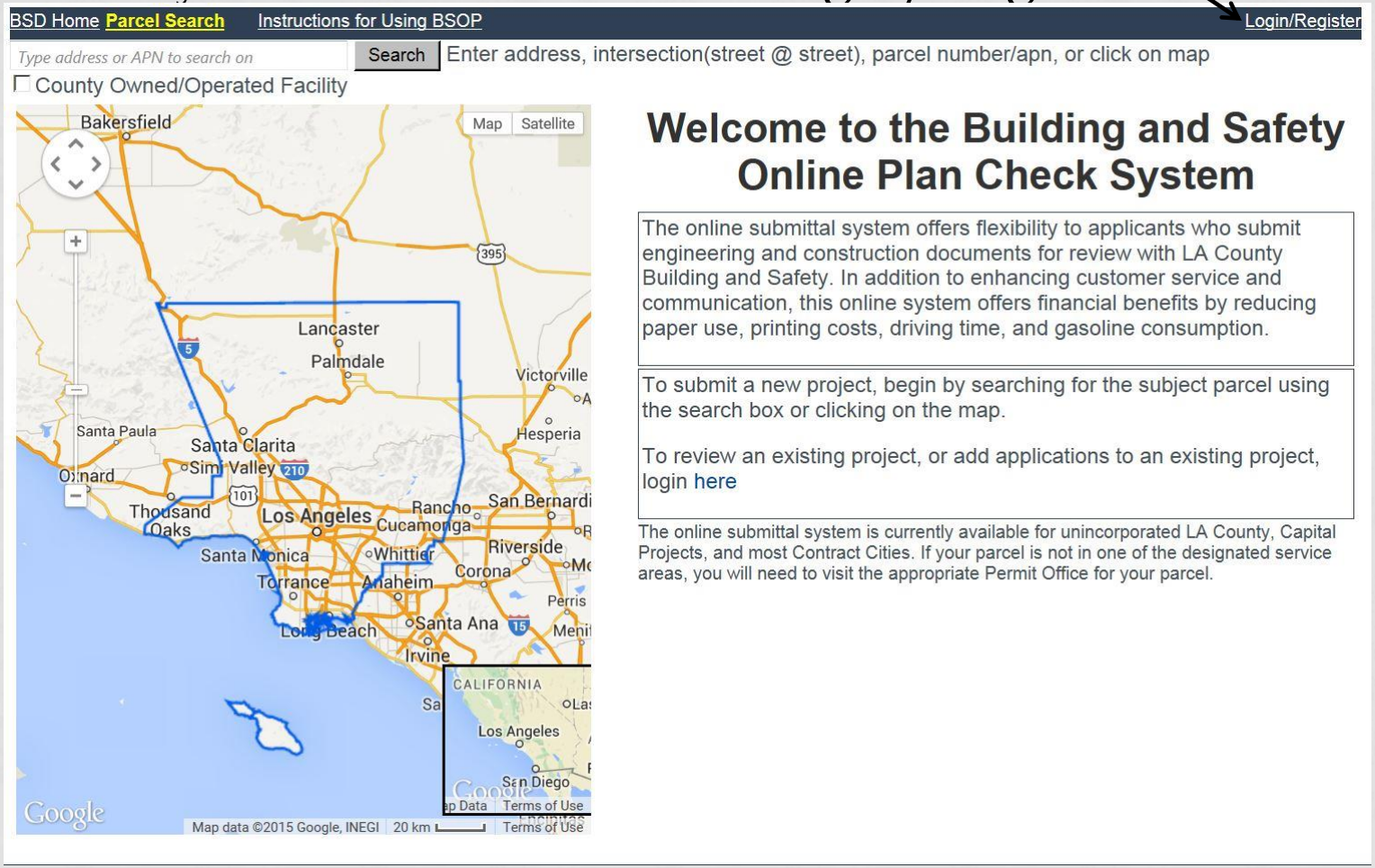
ONLINE SUBMITTAL OF PLANS FOR PLAN CHECK

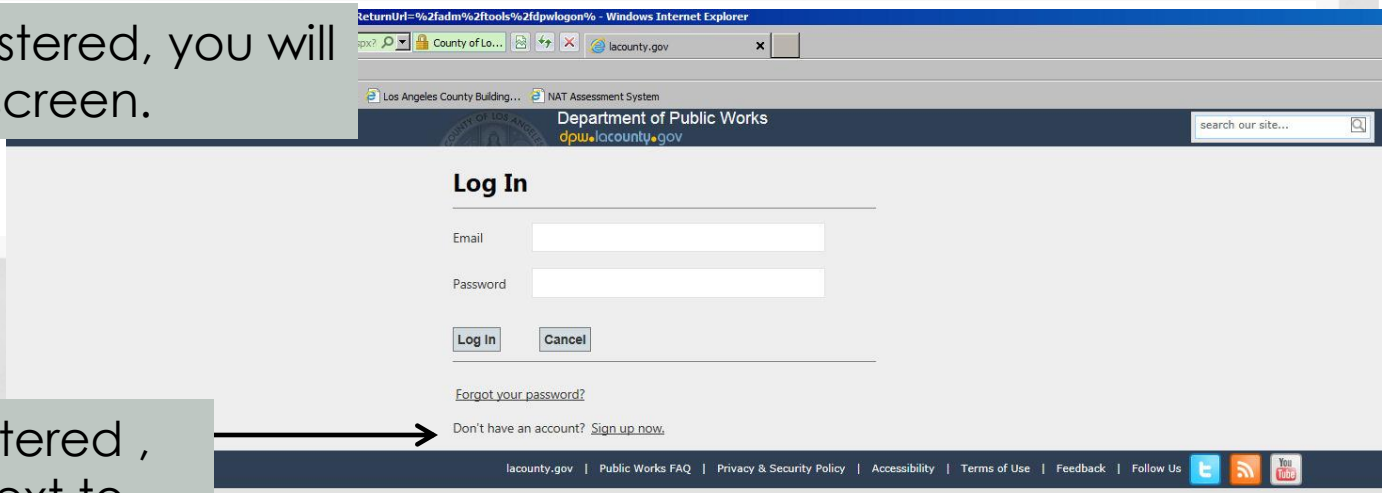
BUILDING & SAFETY DIVISION

Open your favorite browser and go to:
http://DPW.LACOUNTY.GOV/BSD/BSOP

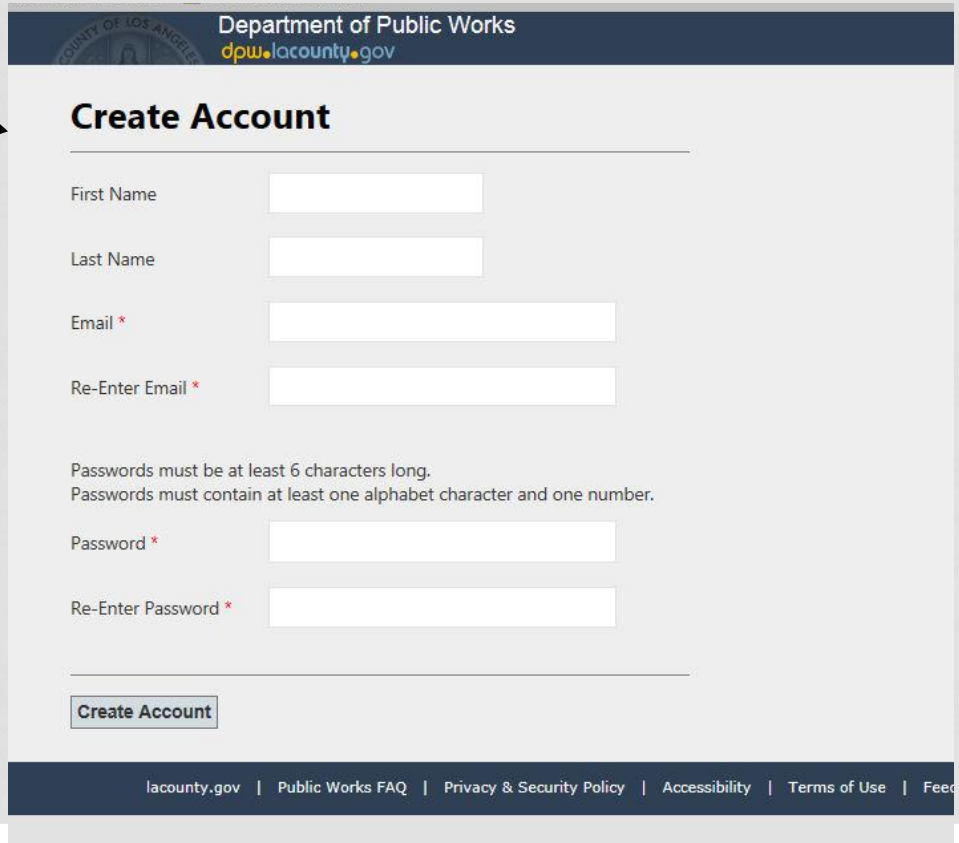
Welcome to the Building and Safety Online Plan check system. Please click on Login/Register

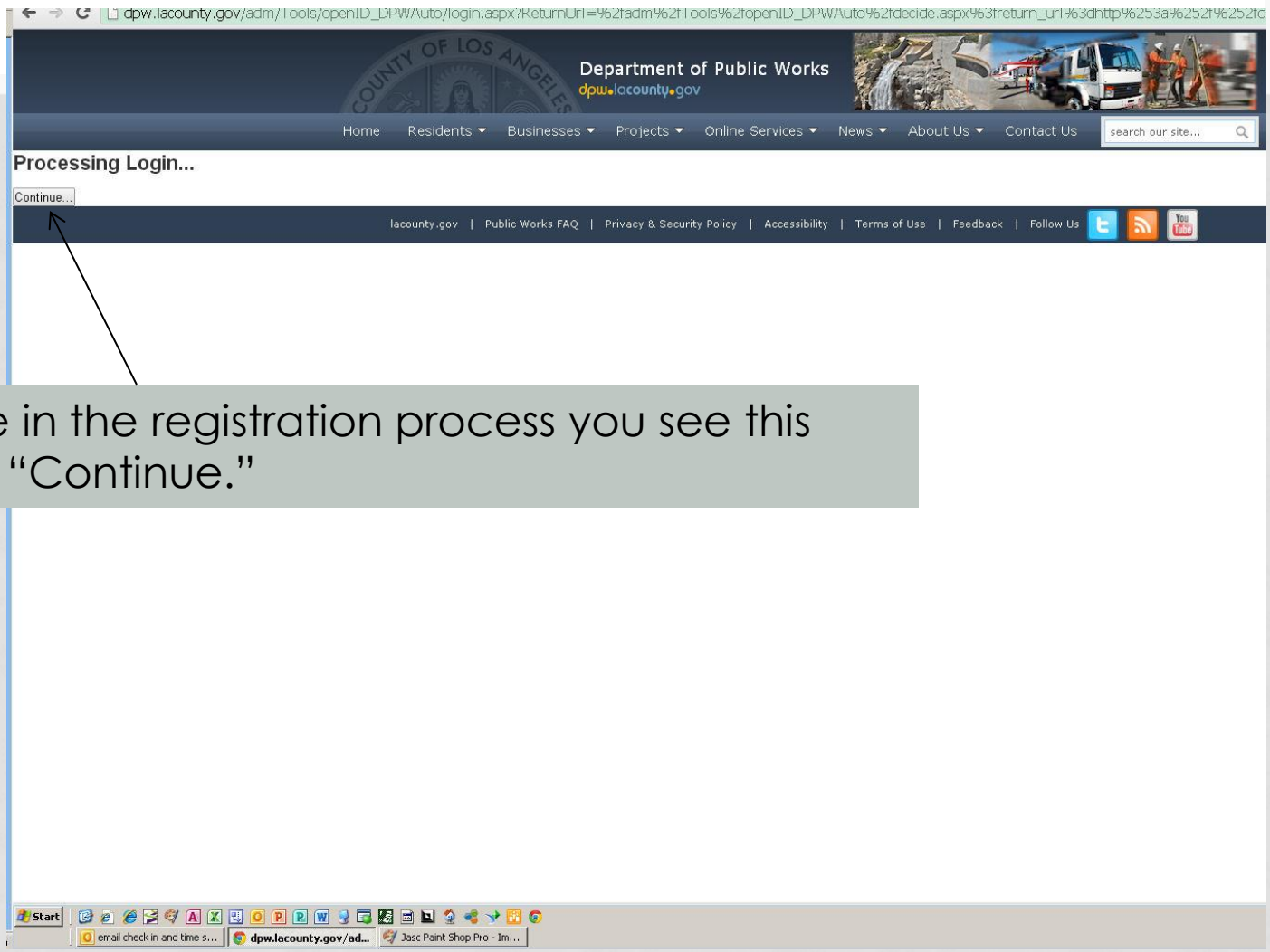


If you already registered, you will see the following screen.



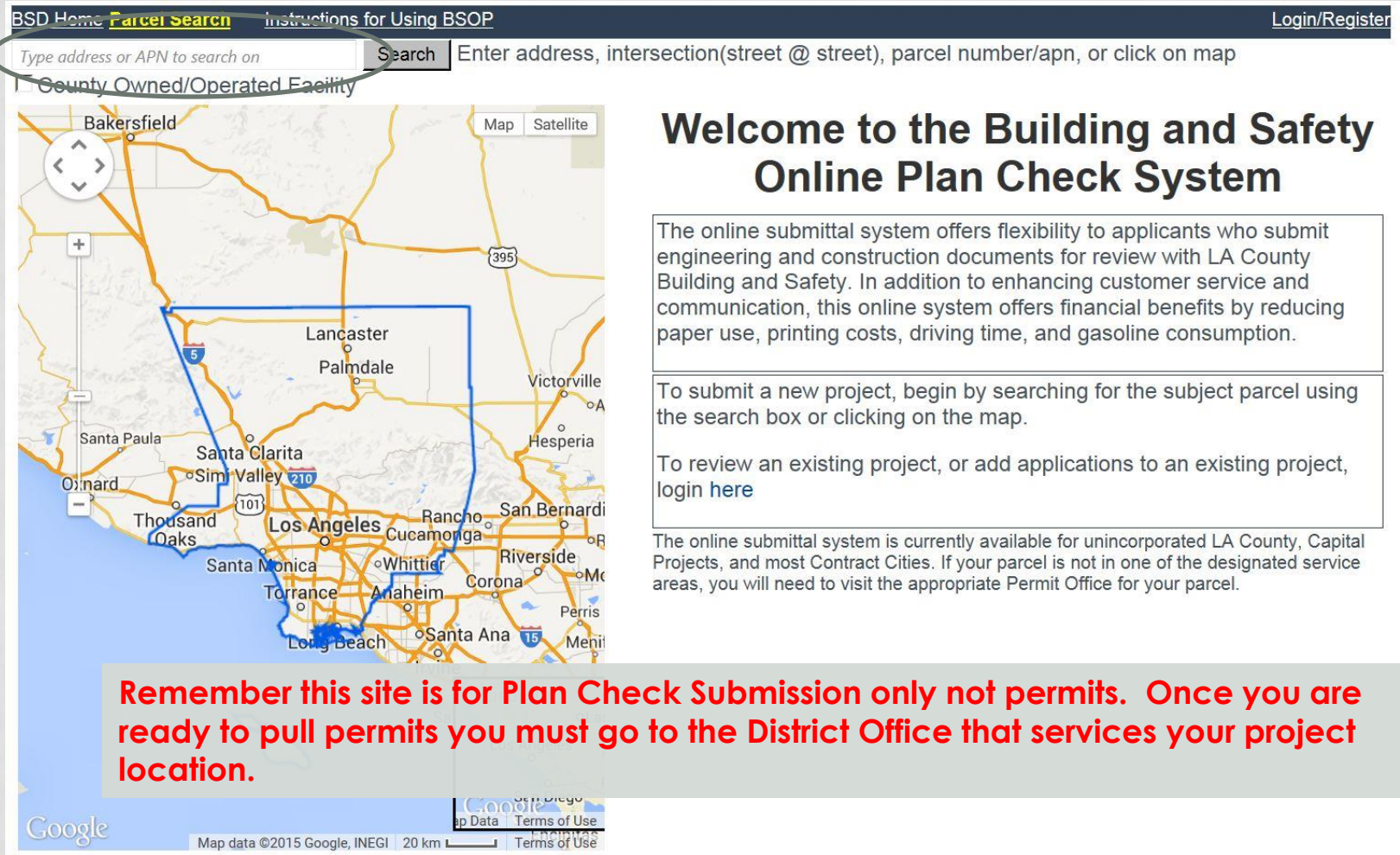
If you have not registered , Click **Sign up now** next to " Don't have an account?" to create an account.





If at any time in the registration process you see this screen, click "Continue."

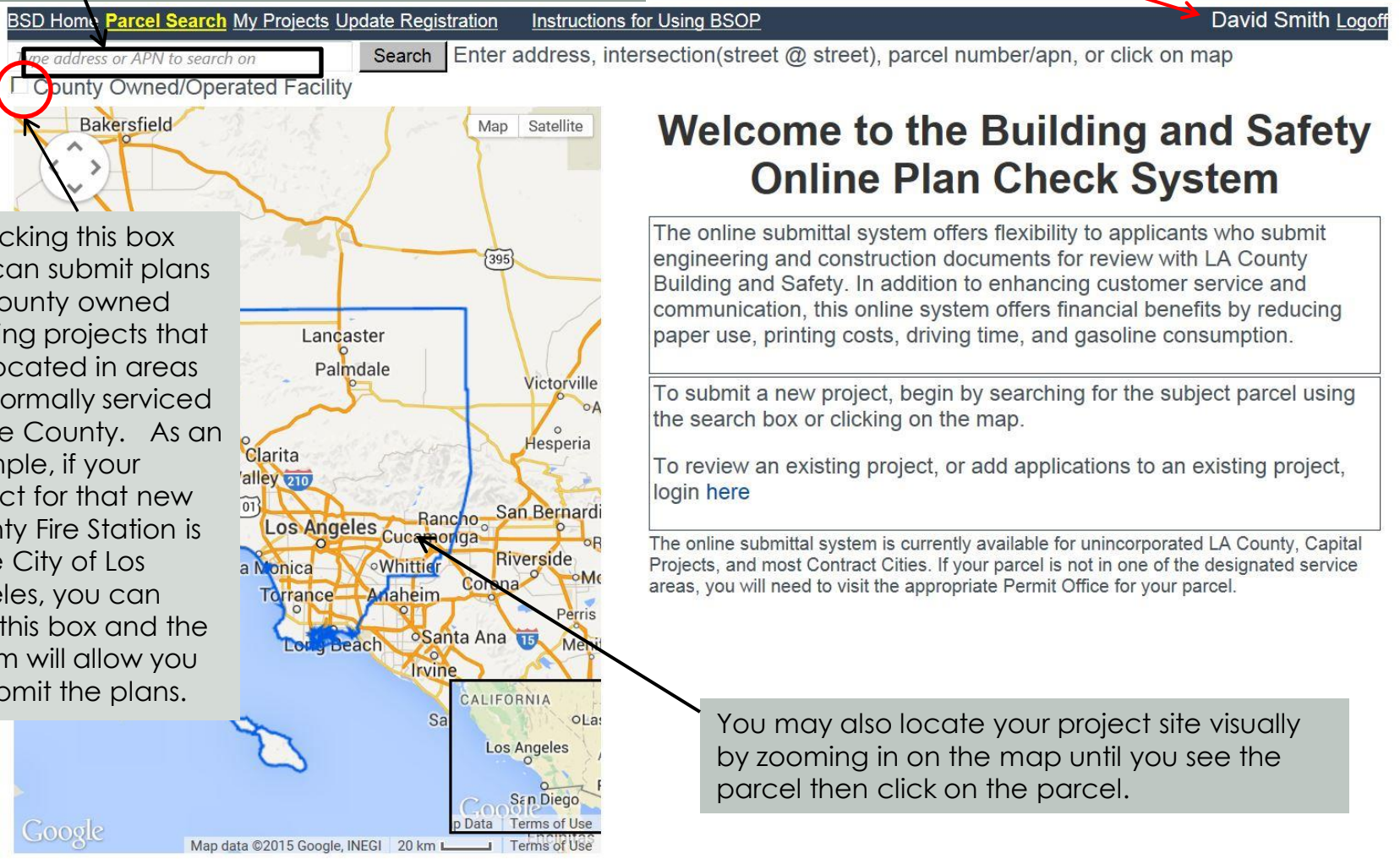
Enter the address, or Assessor Parcel Number and click "Search" or visually find the parcel by zooming to it on the map. The system will tell you if the location is in one of our service areas.



Remember this site is for Plan Check Submission only not permits. Once you are ready to pull permits you must go to the District Office that services your project location.

The screen will now display your log in ID on the right.

You may enter your project location in the search box on the left by address or assessor parcel number.

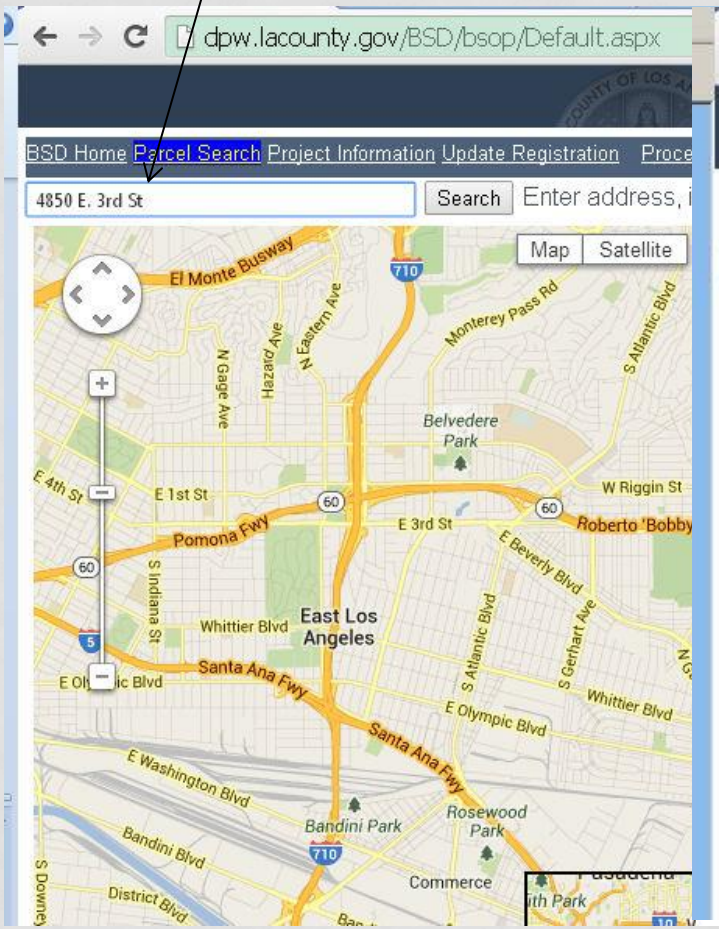


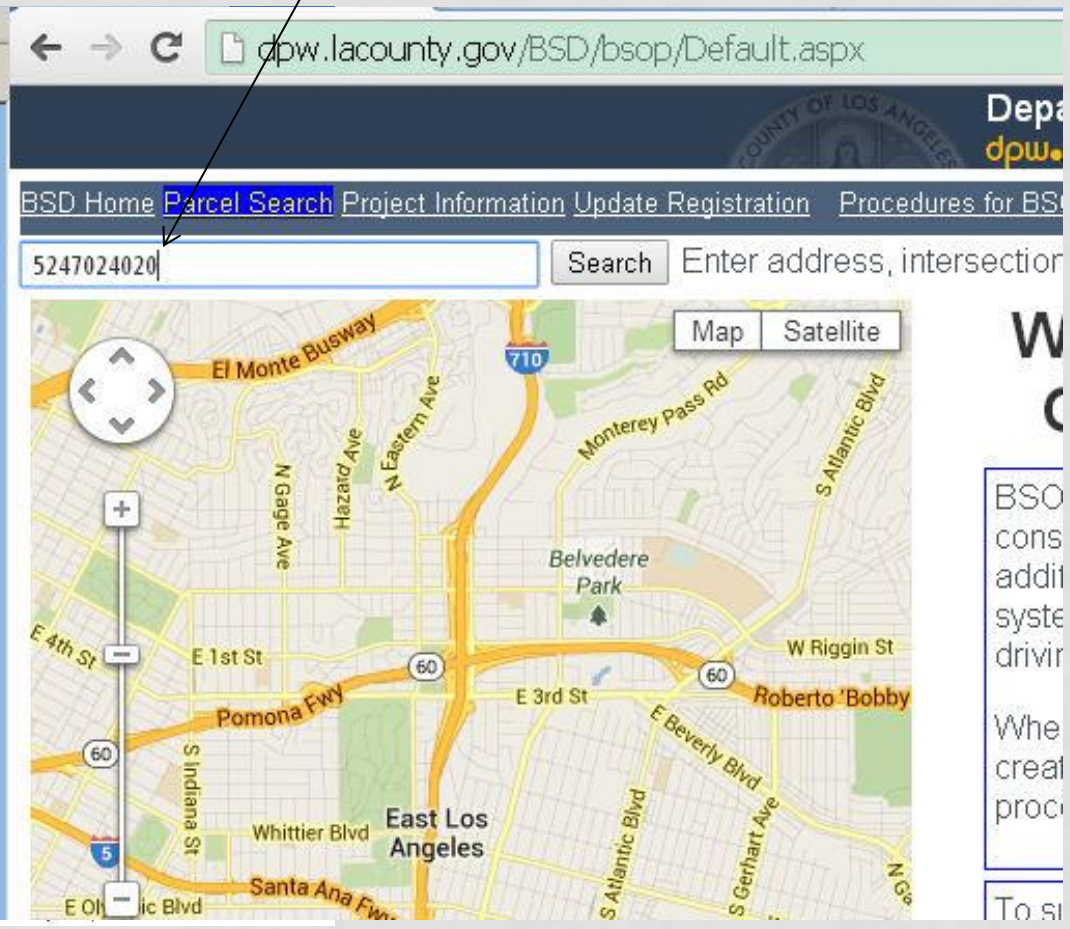
By clicking this box you can submit plans for County owned building projects that are located in areas not normally serviced by the County. As an example, if your project for that new County Fire Station is in the City of Los Angeles, you can click this box and the system will allow you to submit the plans.

You may also locate your project site visually by zooming in on the map until you see the parcel then click on the parcel.

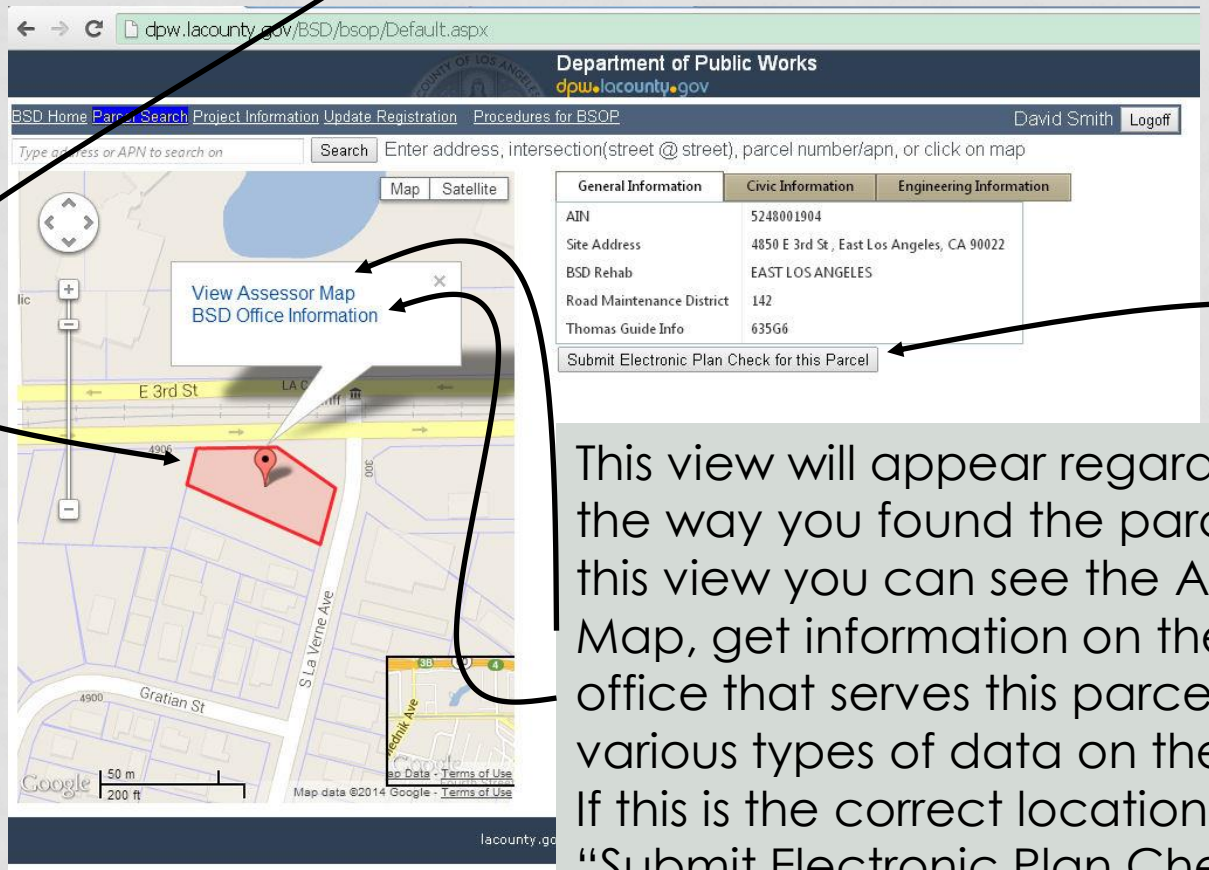
Locate by address.

Locate by Assessor Parcel Number (APN).



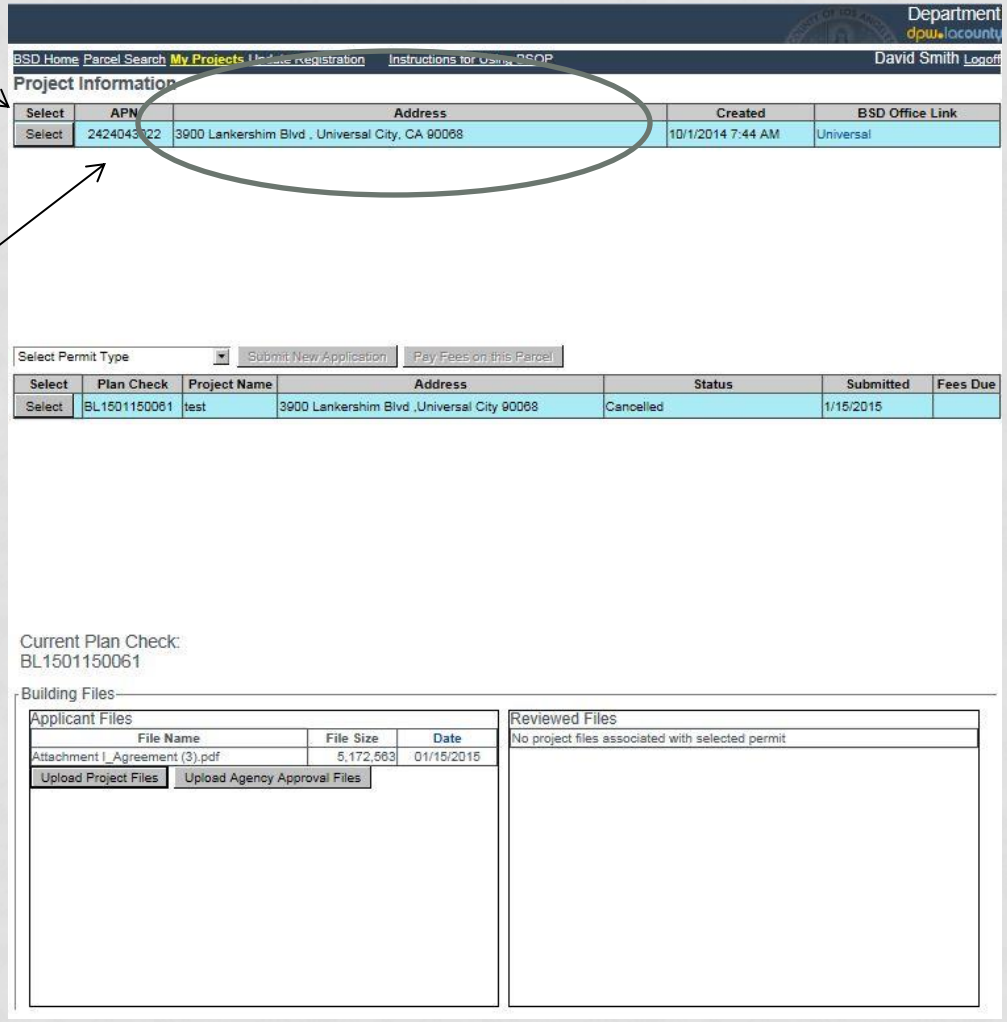


Locate by clicking on the parcel from the map.



This view will appear regardless of the way you found the parcel. In this view you can see the Assessors' Map, get information on the area office that serves this parcel or see various types of data on the parcel. If this is the correct location, click "Submit Electronic Plan Check."

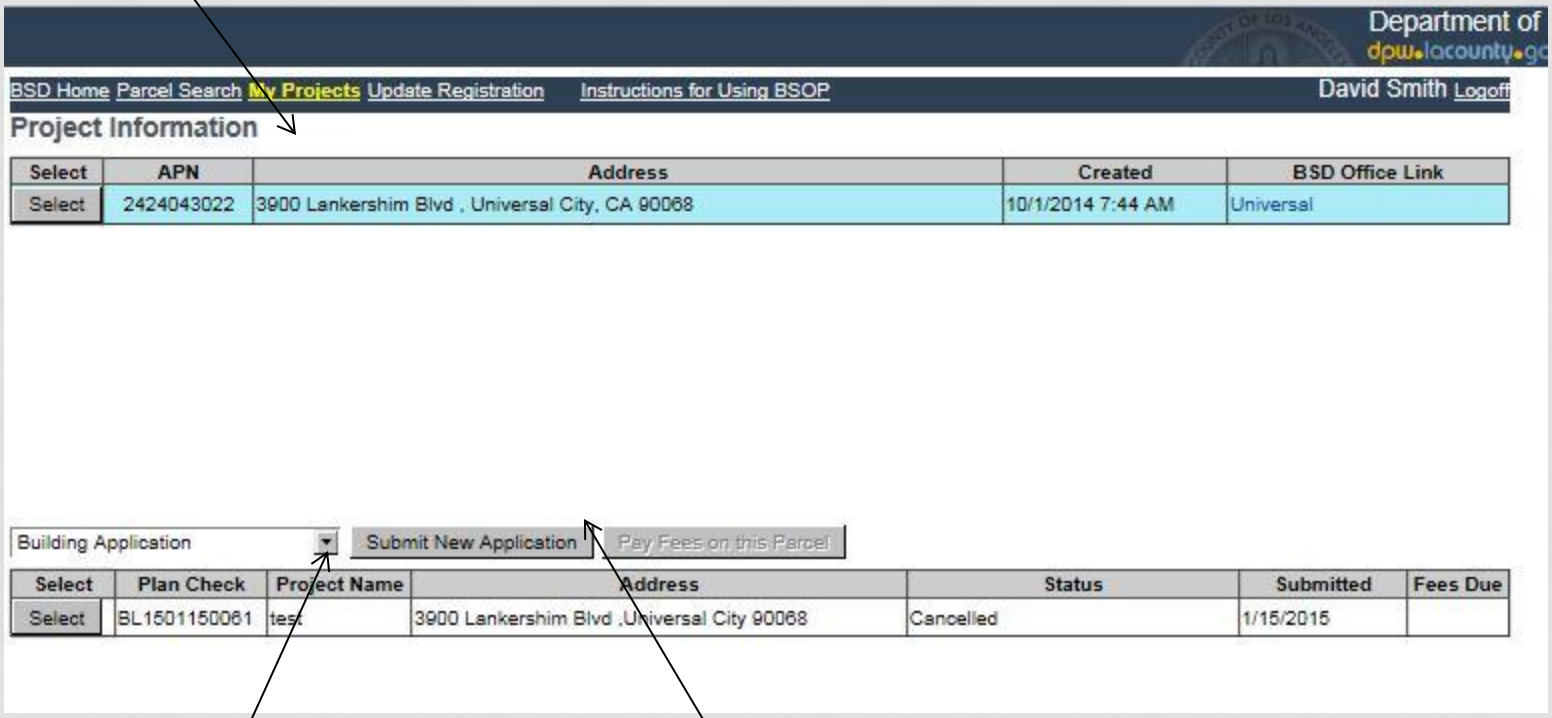
This is the Project Information Screen associated with your account. The location you selected will be one of the addresses listed below. Click on the "Select" associated with the address you wish to work on.



Other previously entered projects will also be listed. If you are looking for one of these, you can go directly to the project information page by clicking on that address in the header line.

If you have multiple plan sets to submit (Building, Electrical, Mechanical, etc.) you must submit them individually. The Building plans in the building application , another submission for Electrical, and so-on.

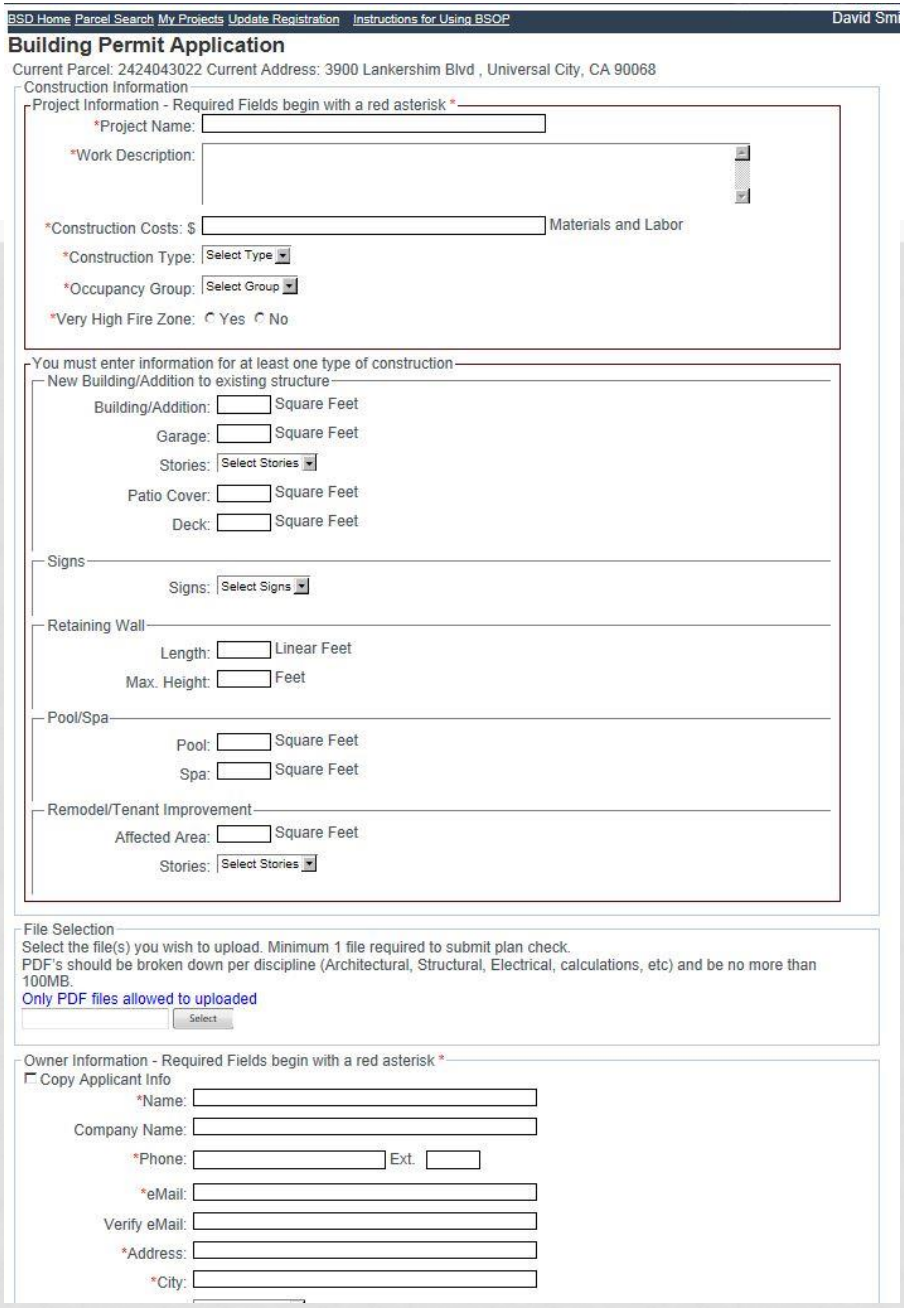
The selected address will highlight.



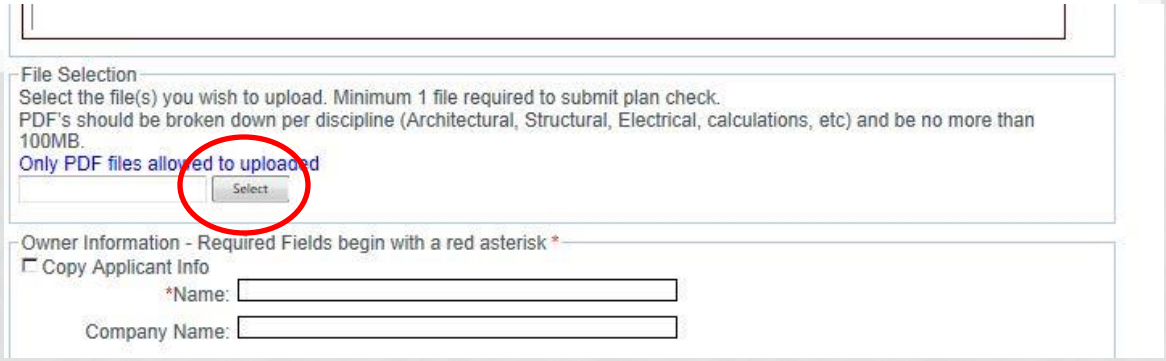
Select the type of plan you are submitting.

Click "Submit New Application."

Here is the "Building Permit Application." There are separate applications for Electrical , Mechanical , Plumbing, etc. Please complete as many of the fields as apply to your project. This will assist our Permit Technicians and Plan Checkers to process your application efficiently.

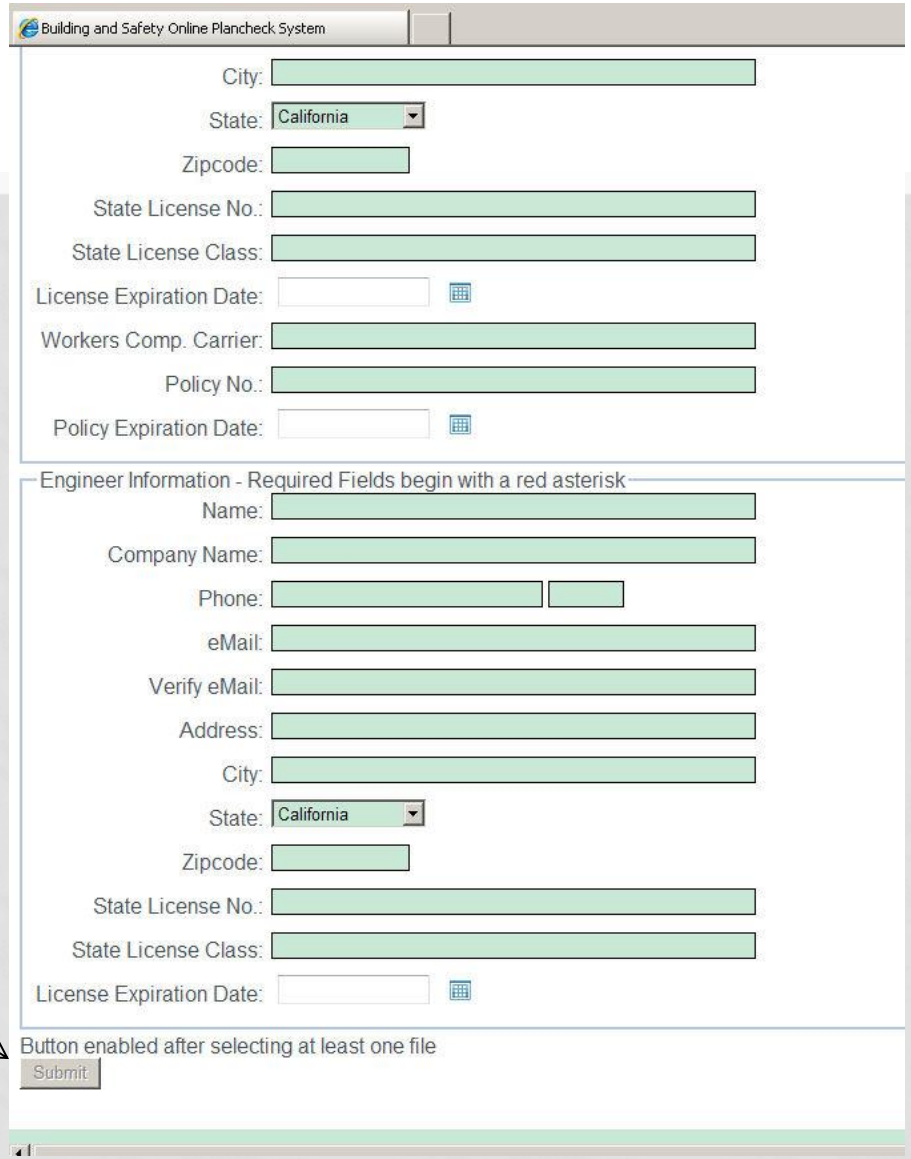


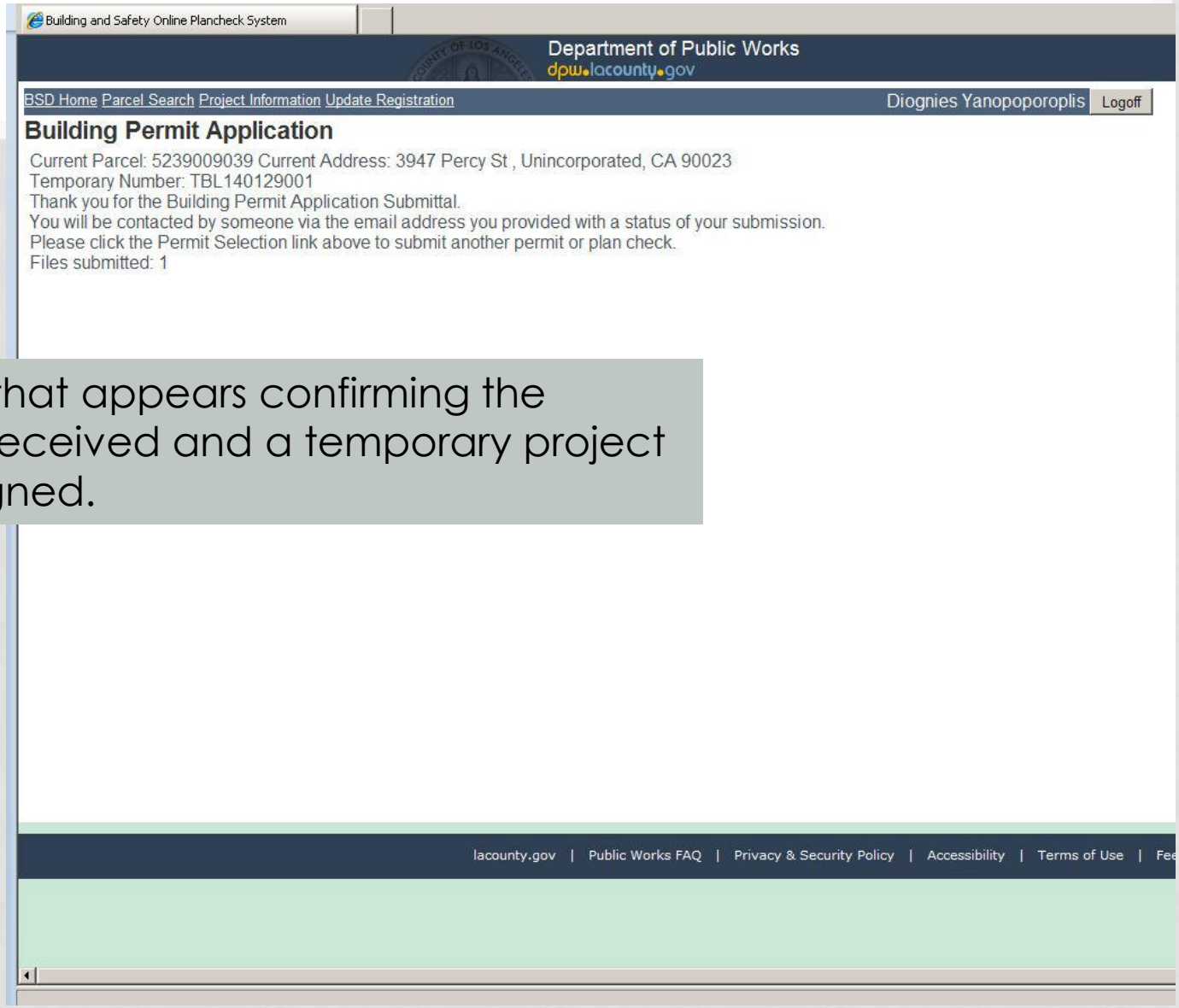
Once you reach this point on the form click "SELECT" and locate the PDF file containing the plans you are submitting. If the PDF set is greater than 100MB in size, please break it up into multiple files.
Once you have found the file click on the file name and look for the file name to appear with a green dot that indicates a successful upload. If there are multiple files click "SELECT" again to upload the next file.



Now that you have uploaded all your files, complete the remaining form as appropriate for your project and click "Submit."

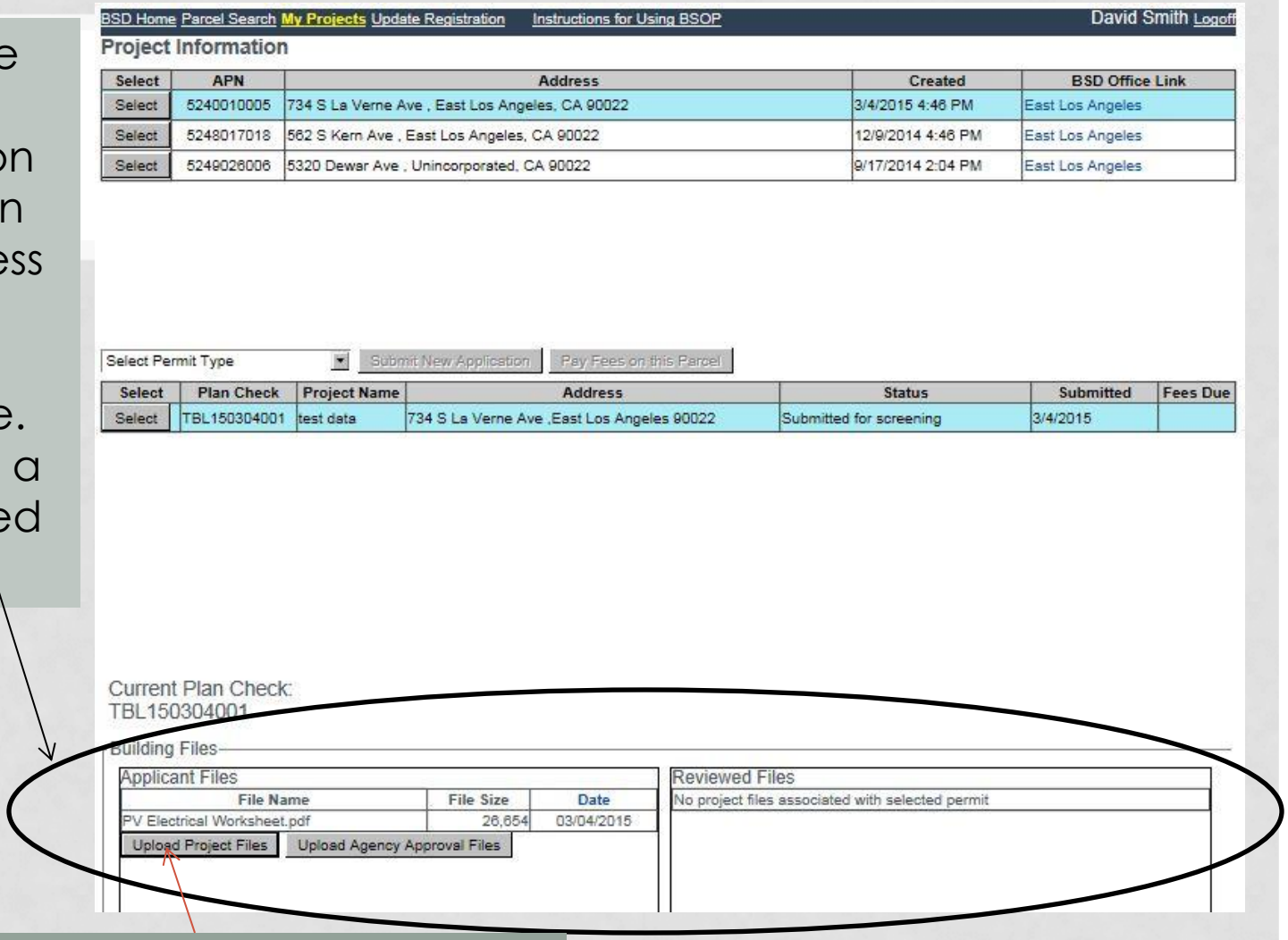
The "Submit" button will be greyed out unless at least one file is uploaded.



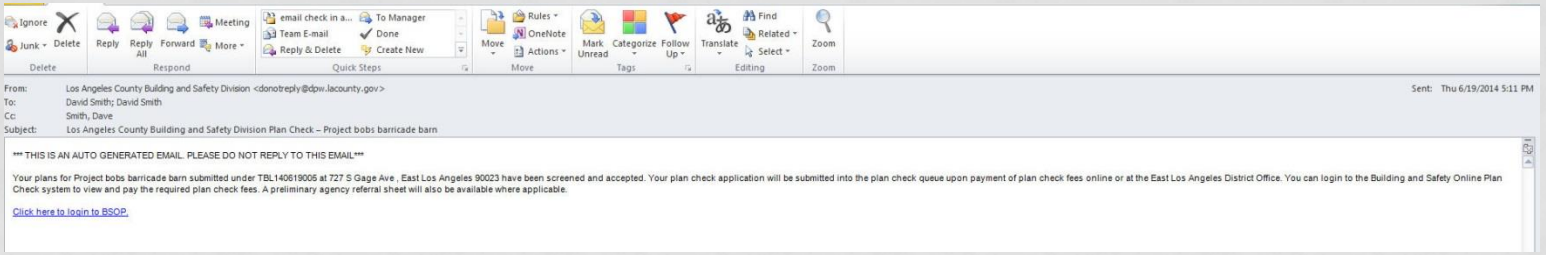


This is the screen that appears confirming the application was received and a temporary project number was assigned.

If you return to the My Projects – Project Information page and click on the project address you will see the temporary application name. Click on that and a list of the uploaded files will be listed.



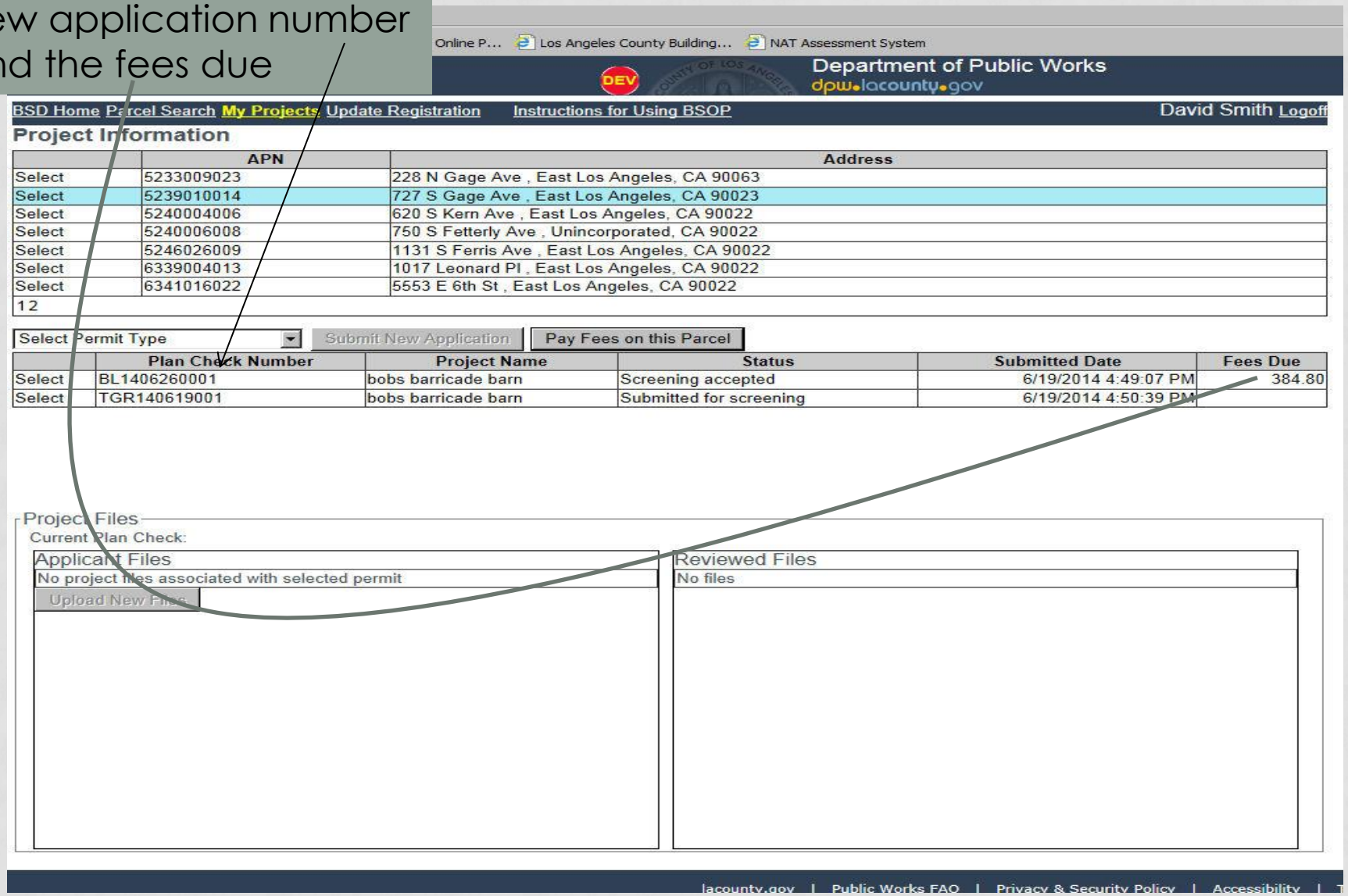
Additional files may be uploaded here.



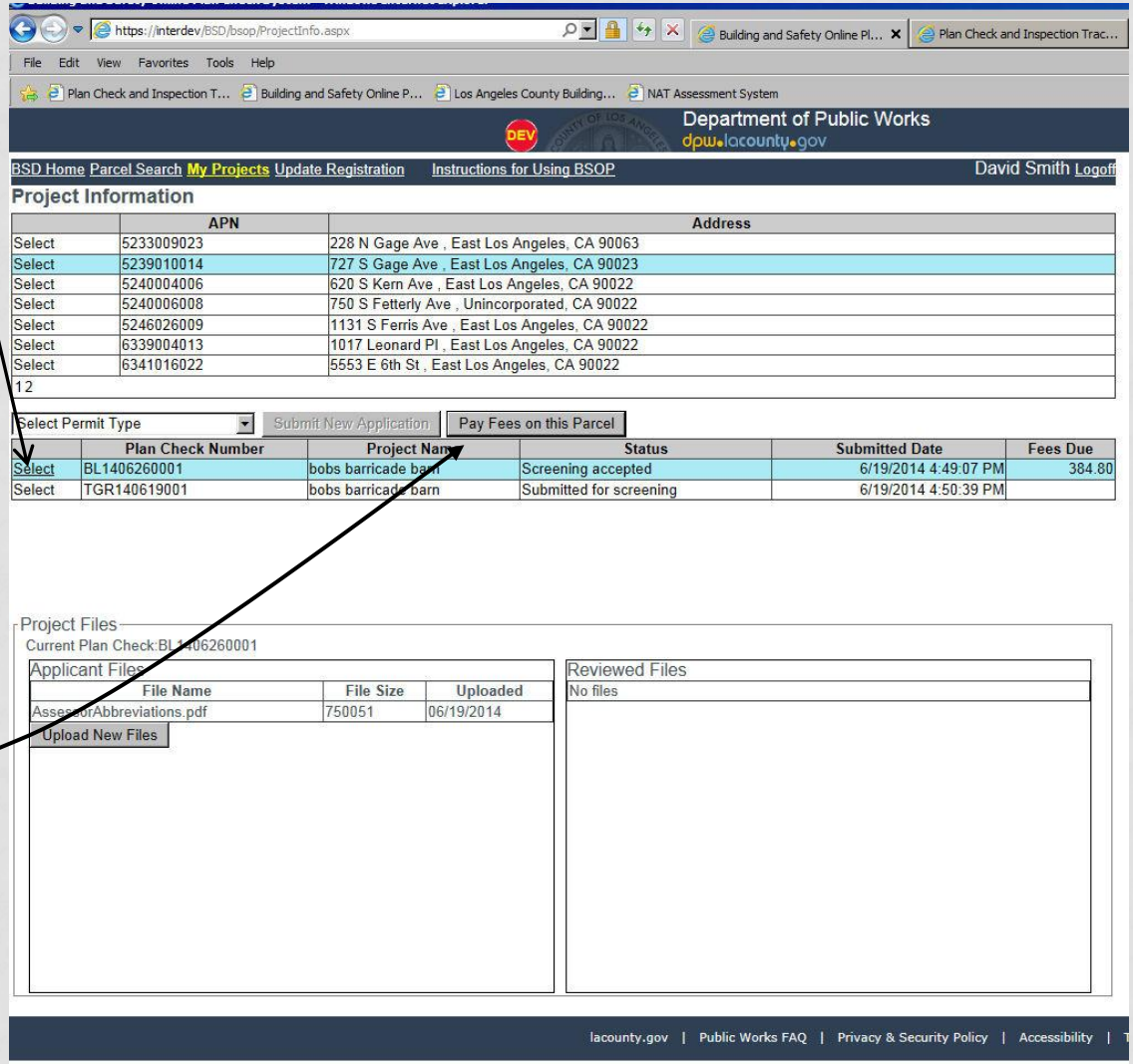
When the Plan Check Engineer has accepted your plans, you will get an automated email indicating that they have been accepted. At this point, the Permit Technician will enter the project into the permitting system, which generates a permanent number for tracking, and computes the plan check fees. The fees will be posted to the online site. From there you can select and pay fees online via credit card (fees less than or equal to $2,000) or e-check (fees less than or equal to $10,000). For projects with plan check fees in excess of $10,000 you will need to come to the Building and Safety District Office that manages that location and pay the fees in person.

For fee due to Cities, you must pay those fees directly to the City or the District Office that services that city not online.

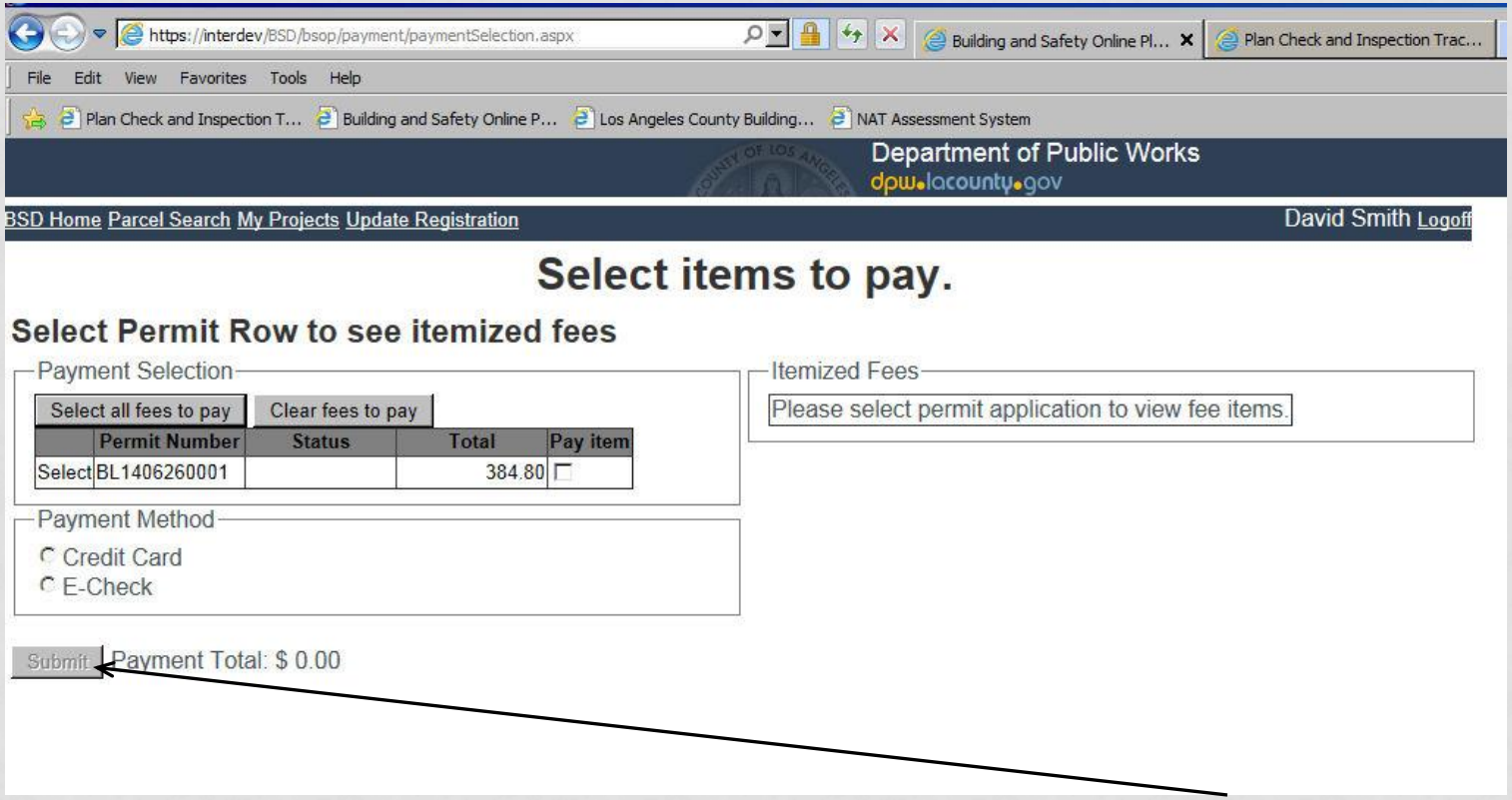
Here you can see the new application number and the fees due



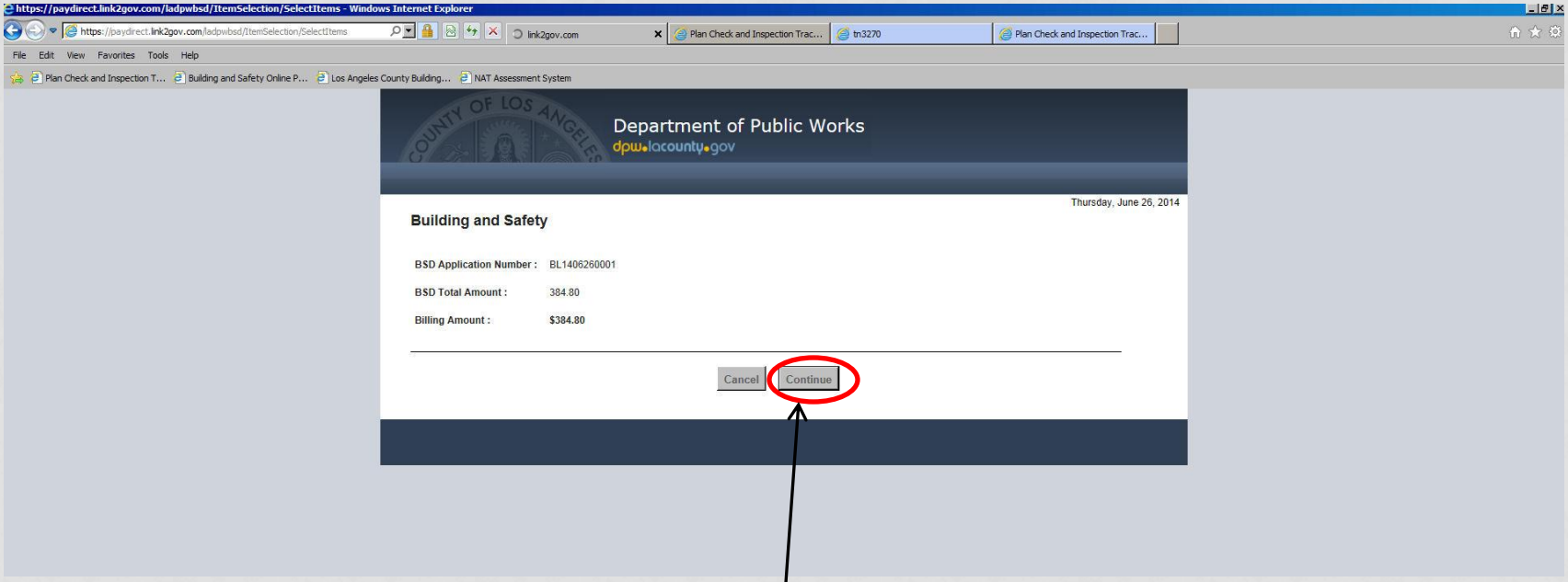
To pay the fees, select the project and click on "Pay Fees on this Parcel."



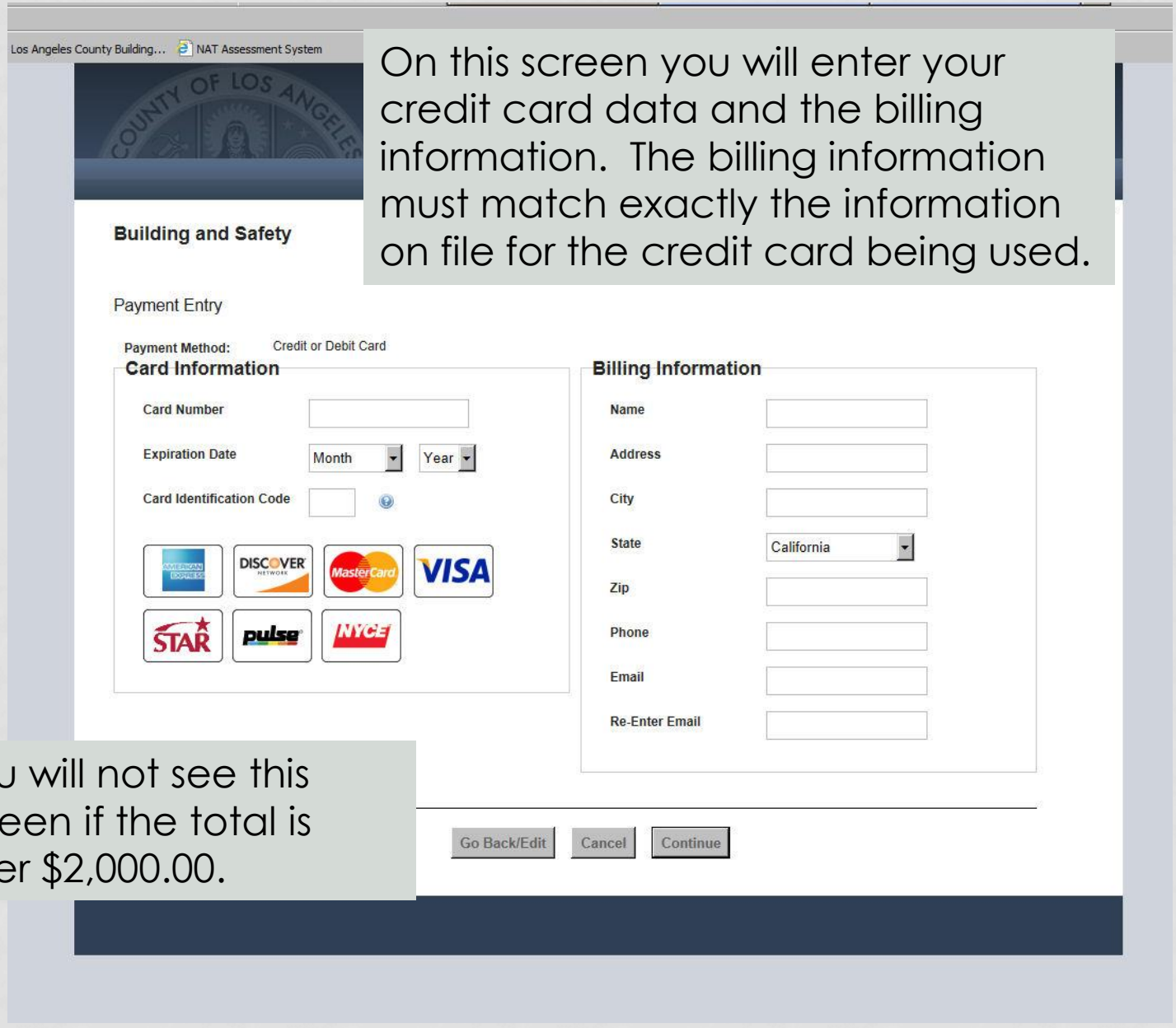
The system will now show you the fees that can be paid and allow you to select how to pay them, either by credit card ($2,000 maximum) or by e-check ($10,000 maximum). Amounts over $10,000 must be paid by check, cash, or money order in person at the Building and Safety office responsible for the project location. **You may not pay fees due to any of the contract cities we serve online.**



Once you have chosen a payment method click on "Submit"

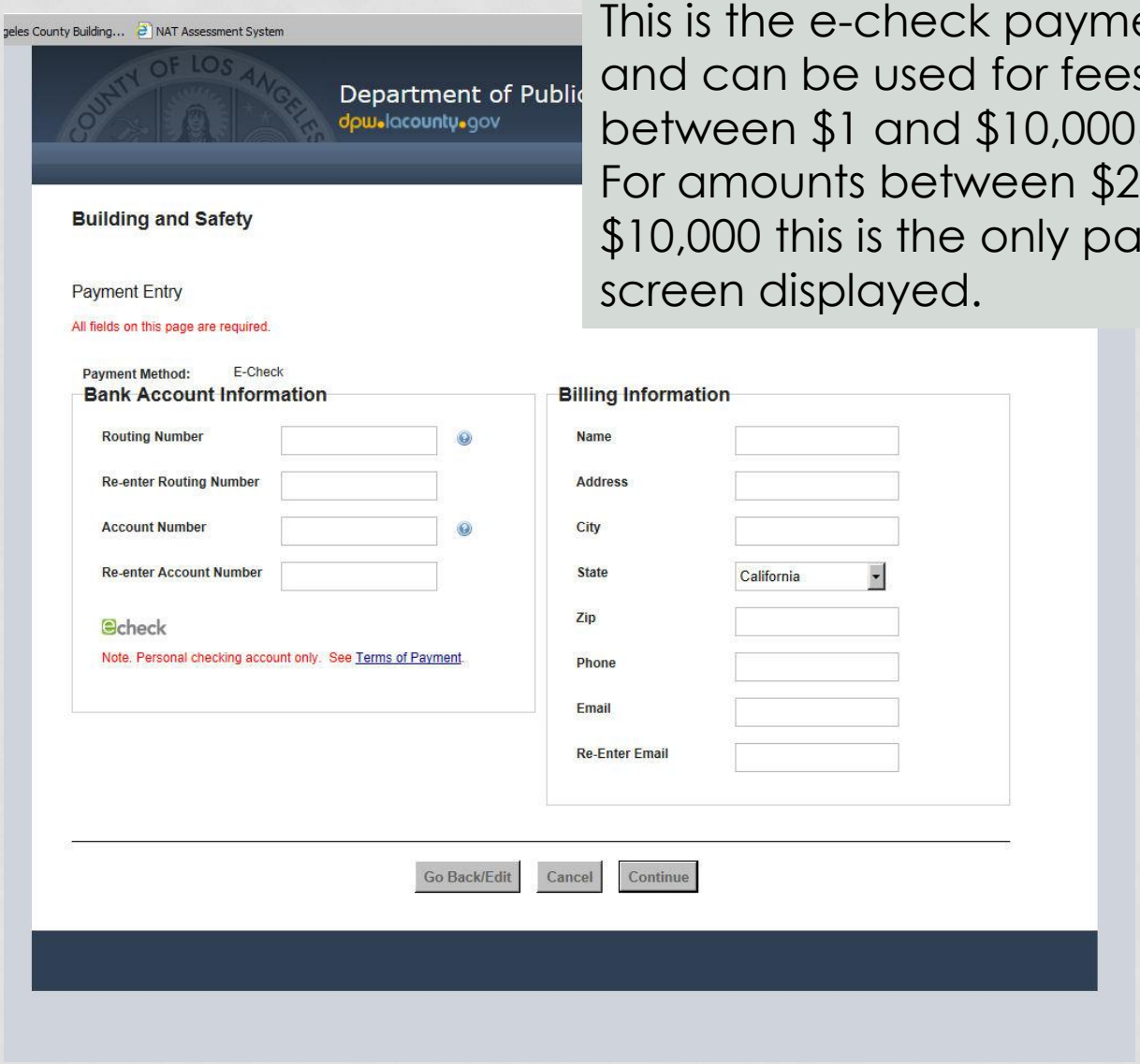


This screen is requesting you to "Confirm" that you do wish to pay this amount.



On this screen you will enter your credit card data and the billing information. The billing information must match exactly the information on file for the credit card being used.

You will not see this screen if the total is over $2,000.00.



This is the e-check payment screen and can be used for fees due between $1 and $10,000.
For amounts between $2,001 and $10,000 this is the only payment screen displayed.